

**United States District Court  
for the District of Colorado  
Denver, Colorado**

**NOTICE OF VACANCY  
# 03-01-USDC**

**Position title:** Clerk of Court

**Position type:** Full time permanent

**Grade Range:** JSP 15 - JSP 17  
See Judicial Salary Plan pay table 58

**Salary Range:** \$96,498 - \$142,128

**Closing Date for receipt of applications:** *Friday, February 28, 2003*

**Court Information**

The U.S. District Court for the District of Colorado is located in Denver, Colorado. The Court now consists of seven active and three senior Article III judges, five full time magistrate judges and one part time magistrate judge. The Court has a unified administration system, supervised by the Court's Chief Judge, composed of the Clerk of Court, the Chief Judge of the Bankruptcy Court, Clerk of the Bankruptcy Court, and the Chief of Probation/Pretrial Services. These three court units are served by the Human Resources Department. The Budget and Procurement Department and the Automation Department serve the District Court and the consolidated Probation/Pretrial office. The Clerk of Court supervises a staff of 64 employees. The Clerk of Court also oversees contract court interpreters.

**Nature of the Position**

The Clerk of Court is appointed by the judges of the Court. This is a high level management position which functions under the direction of the Chief Judge. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

Responsibilities include but are not limited to:

- consulting with and making recommendations to the judges regarding Court policies and procedures;
- hiring and assigning personnel as well as designing and managing training programs;
- preparing and managing the annual budget;
- conducting special studies as directed and preparing statistical and narrative reports;
- working with various governmental agencies on a variety of matters necessary to Court activities;
- directing through subordinate staff the Court's financial service function including purchasing;
- juror payments and accounting functions;
- directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the Court;
- managing the jury operations of the Court and making recommendations as required to improve juror utilization;
- establishment and continuing maintenance of relationships with the Tenth Circuit Court of Appeals, district courts of the circuit, the Court's standing committees, the practicing bar and governmental agencies having business before the Court;
- as requested, consultation with and recommendation to the Court on all matters affecting the orderly and expeditious directing of its business; and
- attend and keep minutes of the judges' meetings.

## **Qualifications**

### **Experience:**

1. A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization.
2. At least three of the 10 years experience must have been in a position of substantial management responsibility.
3. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice for a year-for-year basis for the management or administrative experience requirement.

### **Educational Equivalents:**

1. Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.
2. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.
3. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

The successful candidate must be a person of high integrity and discretion, a leader, motivator, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Candidates must be able to balance the demands of varying workload responsibilities and deadlines.

## **Information for Applicants**

The Court requires that all employees prove U.S. citizenship prior to appointment. The Court requires employees to adhere to Judicial Conference regulations, specifically the Code of Conduct for Judicial Employees, which is available to applicants for review upon request. This position is subject to mandatory participation in the Electronic Funds Transfer.

Applicants will not be reimbursed for interview or relocation expenses.

## **Application Procedures**

An **original and four copies** of a letter of application and a separate resume, including at least three professional references, should be mailed to the address below. This letter of application must clearly describe the applicants personnel management style and experience.

Send application packet to:

Ronna Duncan, Human Resources Specialist  
U.S. Custom House  
721 19<sup>th</sup> Street, Room 143  
Denver, Co 80202

Please direct all questions to Ronna Duncan at 303-844-0602

## **Procedure for Selection**

The court will screen all applications. A background check may be performed to clarify questions arising during application review. Selected applicants will be invited for personal interviews. The judges of the Court will select the most qualified candidate based on the application, background investigation, and interviews.